

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB99-37

Date: June 25, 1999  
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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: JTA WtW STATESIDE EXPENDITURE REPORTING GUIDE

The Job Training Partnership Division (JTPD) has amended the Job Training Automation (JTA) Welfare-to-Work (WtW) Stateside Expenditure Reporting Guide to reflect reporting changes outlined in Information Bulletin WB99-16.

The JTA WtW Stateside Expenditure Reporting Guide assists financial staff in electronically reporting WtW expenditures. All staff involved in the JTA WtW Expenditure Reporting process should be encouraged to read this guide and print it out as a resource during reporting.

The WtW subgrantees are to file their reports on stateside JTA using the same process as on-line cash. Once connected to JTA stateside, subgrantees can access the WtW Expenditure Reporting option screens by first selecting the "MCM—Cash Management," then selecting "MER—Expenditure Reporting."

If you have any questions on WtW financial reporting, contact Leah Pears in the Financial Management Unit at (916) 654-8295. If you have questions on the JTA system or the guide, contact the JTA Help Desk at (916) 653-0202 or via e-mail to [djohnso5@edd.ca.gov](mailto:djohnso5@edd.ca.gov).

/S/ BILL BURKE  
Assistant Deputy Director

Attachment

Attachment is available in our Resource Information Center or by clicking on the link below. Copies may also be obtained by e-mailing JTPD at [JTPDLIB@EDD.CA.GOV](mailto:JTPDLIB@EDD.CA.GOV) (subject line should read: "Attachment") or contacting Gia Valla at (916) 654-7686.

[JTA WtW Stateside Expenditure Reporting Guide](#)